

OGC Has Reviewed

CONFIDENTIAL

Deputy Executive
THRU: General Counsel
Services Officer

20 May 1949

Requisitioning Procedure

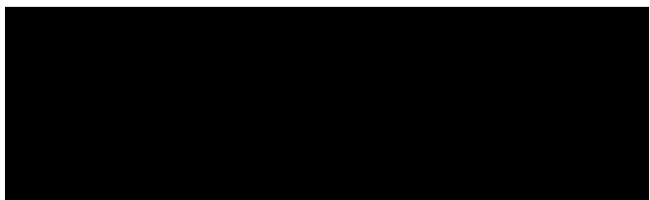
1. Numerous requisitions have recently been received through the Services Office (Covert) which were prepared under the supervision of and approved by the Executive Officer, OPC; the Chief, Communications Division, OSO and the Executive Officer, OSO for the Assistant Director, OSO, requesting the procurement of many items of equipment and authorizing the use of unvouchered funds.

2. Many of these requisitions cover the procurement of standard articles of equipment and supplies which are available from numerous sources and on which competition could be obtained. It is verbally understood by all concerned, including the Services Officer, that many of these items are to be procured from unvouchered funds to meet "operational urgencies" which can only be met by dispensing with the normal vouchered funds procedure of advertising for bids.

3. It has been assumed by all concerned that in these instances, that negotiated purchases would be made whether by contract or purchase order. However, requisitions do not contain such a statement and upon discussion with the General Counsel, he has indicated that no one other than the Director can approve the negotiation of a purchase or a contract without advertising. The General Counsel has indicated that pending legislation, if passed by Congress in its present form, will authorize negotiated contracts on vouchered or unvouchered funds without advertising.

4. Since the authority does not now exist, it is requested that the Services Officer be authorized by the Director to negotiate the purchase of such equipment and supplies covered by requisitions now in this office or to be submitted prior to the passage of pending legislation.

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cc: General Counsel, ✓
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